

Secretary of State Department of Archives and History 330 Capitol Avenue, S.E. Atlanta, Georgia 30334 www.sos.state.ga.us/archives

Cathy Cox SECRETARY OF STATE David W. Carmicheal

DIRECTOR (404) 656-2358 INFORMATION (404) 656-2393 FAX (404) 657-8427 dcarmicheal@sos.state.ga.us

Records Retention Schedule Approval Page

Schedule Number: 1973-0411-04 Effective Date: September 24, 2001

Record Series Title: Real Property Transactions

Retention Requirement: Temporary Records. Retain twenty (20) years.

The above retention period is consistent with the requirement of the Georgia Records Act (O.C.G.A. §50-18-90 et seq).

Necords Act (O.C	7. G.A. 300-10-30 et seq).	
Recommended b	Andrew S. Taylor, Assistant Director for Records Management	9-24-1 Date
The SRC approv series.	es this recommended retention period for the named	records
Signed: Davi	id W. Carmicheal , Secretary of State Designee	OZ Date

Bepartment of Law State of Georgia



40 CAPITOL SQUARE SW ATLANTA, GA 30334-1300

Date: August 23, 2001

TO: Andy Taylor

Office of Secretary of State
Department of Archives & History

330 Capitol Avenue, S.E. Atlanta, Georgia 30334

RE: Amendment to Records Retention Schedule 73-411A.

Approved June 7, 1983.

Records Series Title: Real Property Transactions

Please change the retention schedule from permanent to 20 years total retention. These files will be held 6 months in the current files area then transferred to a local holding area for 1 year. After that time they will be sent to the State Records Center located at 1050 Murphy Avenue, SW, Atlanta, Georgia for the remaining 18 1/2 years.

Thank you,

Dan M. Formby

Deputy Attorney General

Ray O. Lerer

Senior Assistant Attorney General

leve J. mc Gel

Arlene L. McCall

Records Management Officer

State Law Department



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

	es and History, Records Management Division, 330 (Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	State Law Dept Division VI	Application Number
5/20/83	132 Judicial Bldg.	1 73-411-A
Application Number	40 Capitol Square	Date Received Date Completed
···	Atlanta, GA 30334	7
2 Paran to 0		
2. Person to Contact	Working Title	Telephone Number
Fran Goldin	Division Head Secr	retary 656-3380
3. Action Requested	Sahadular maard will anadiana t	·
	Schedule; record will continue to accumulate.	
	ccumulation; no further accumulation anticipated. No. $73-411-A$ Check One: \square Change; \square S	unercede: 🗆 Void
c. 图 Amend Application I 4. Dates of Series	No. <u>73-411-A</u> Check One: LA Change; LI S 5. Records Series Title (followed by title used in office	
Earliest Latest	The state of the state of the disease of the disease of the state of t	,
	REAL PROPERTY DIVISION STATE F	REAL DRODEDAN ADVING YOUR
6. Division and Office Function	L	· · · · · · · · · · · · · · · · · · ·
	y Division is responsible for the	
	, and most of the State Authorit	-
varied, lengthy a	and complex real property transaction	s. In carrying out this respon-
sibility, the Divisi	on passes upon the legal sufficiency	of the various legal aspects of
	cansactions which involve or affect St	
	ons, boards, bureaus, retirement system	
	The Division also has responsibility for a muriad of legal documents includi	
-	of a myriad of legal documents includi d rental agreements. Real property is	
	exactly alike. Therefore, each real	
<u>-</u>	nd the Authorities, over the course of	-:
"things" with the sa	ame tract or parcel of land (e.g., con	
(see continuation on	n attached page)	
7. Record Series Description	This file contains the following documents (include to Attach samples of the file.	rorm numbers and titles, if any):
Documents relating to: ea	ach real property transaction.	J
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	memoranda, notes, nimaes, addresses, t	
· · · · · · · · · · · · · · · · · · ·	, drafts, and a variety of instruments	s, plats, maps, etc., of
varied descriptions	· ·	• "
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		J
	•	J
File is arranged: to acco	ommodate the transaction - varies with	n each transaction.
. :		
8. Monthly Reference Rate	How often are records referred to which are:	
•	Seven to twelve months old 40; Th	irteen to twenty-four months old;
twenty-five months and olde		
9. Annual Rate of Accumulation	- 	1
$\sim \sim 10^{-3}$		A
Letter-size drawers	; Legal-size drawers; Shelves;	; Other (specify) 35 boxes per year
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify) 35 boxes per year cu.ft.

a. Is this the official copy of the series? A	YES	NO	10. Questionnaire	(Piace an "X"	in the proper co	lumn)			
b. Does the sires contain confidential information requiring security handling? If yes, cite law or regulation. x	x			• •	eries?		•		
c. Is this a vital record? d. Does this aries have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? x. f. Is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. h. Is there a duplication of this series in your office, or in another office or agency? x. If yes, writer, or a region portion of lift regularly microfilmed? x. I. Is this series for a region portion of lift regularly microfilmed? x. I. Does the record series treat in a computer printout? 11. Retention Requirements The following requires the series to be kept: a. State Law		-			ntial information	requiring securi	ty handling? If yes,	cite law or regulat	ion.
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X f. s the information contained in this series ever published? ff.yes., attach copy.			· .		,	necessary to keep	t		I these
g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X If Yes, attach 2097. X Is three a duplication of this series in your office, or in another office or agency? X Is this series for a major portion of it/Legularly microfilmed? X I. S this series for a major portion of it/Legularly microfilmed? X I. Does the record series result in a commuter printout? The following requires the series to be kept: A State Law						··blishada Ifa			
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a. State Law			_		•				
b. Statute of limitation	11.	Retent	tion Requirements	The	following require	es the series to b	e kept:		
C. Federal law		a. Sta	te Law		years.	d. Aud	it period		years.
Attach copy or excert of laws or regulations. Explain administrative need. See answer to 6 above. (Attached Sheet) 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: College Calendar Year; Fiscal Year; Other then, Hold in the current files area 6 month(s) year(s); then Transfer to local holding area; hold 1 year(s); then Destroy. Transfer to State Records Center; hold year(s); then Other (Specify) These instructions apply to all prior and future accumulations of the series. Agency Head/Designee (Signature) Date Records Management Officer (Signature) Date S-19-83 L Owne L Dhumbard Table Sheet Salary Sheet Salary Sheet Shee	t				•				years.
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W. Robert Coleman 5-19-83 Danne L. Strippland 5-20-83									
	Ager	icy He	ad/Designee (Signa	iture)	Date	Records Manag	gement Officer <i>(Sign</i>	nature)	Date
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State necosus Committee (Signature) Date	$ \ ()$	•				State F	Records Committee	(Signature)	Date
Recommendations in paragraph 12 are approved. State Auditor/Designee			•	Cana And	tor/Dades	F),	N	d	1-1.84
(If disapproved, attach letter 35	_			State Audi	ror/Designee	1 / Vr	WK Lun	-	1/100
of explanation.) Secretary of State/Designee 4 40000 Weldon 6/1/83	of ex	kplana	tion.)	Secretary of	State/Designee	Edwar	Weldon		6/1/83
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	<u></u>			Attorney Ge	neral/Designee	favy	Mulh	2	5-20-8

APPLICATION FOR RECORDS RETENTION SCHEDULE

6. Division and Office Function (Continued) later negotiate for the installation thereon of utilities, later build a building on the property, later lease the building, later litigate the lease and still later sell the property) the 5 "Ws" (who, what, when, where and why) are very important in every real property transaction and the Division files are accordingly documented. It is just as important "why" something was done as "what" was done. All of this must be permanently preserved in the Division files and later called upon for further study and evaluation when the next transaction is planned, prepared and implemented. Without accurately knowing what was done in the past and why it is risky and dangerous to give advice on a present transaction or to plan and implement a future real property transaction. The data in the Division files must be permanently preserved and available on quick recall and retrieval.



AR-50-71, Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling :	•	···	
FOR AGENCY USE	1. Agency Address Real Property Division		ANAGEMENT USE
Application Date	State Law Department - DIVISION VI	Application Number	
April 19, 1982	132 State Judicial Building 40 Capitol Square, S. W.	73-4	11-47
Application Number	Atlanta, Georgia 30334	Date Received	Date Completed
	1.01010u, 0001g1u 30334	MAY 7 1982	MAY 1 9 1982 *
2. Person to Contact	Working Title	•	elephone Number
Fran Goldin	Division Head Secretar	the state of the s	656-3381
3. Action Requested		4	
	Schedule; record will continue to accumulate.		
b. Dispose of present ac	cumulation; no further accumulation anticipated.		
c. Amend Application I			
	15. Records Saries Title Ifollowed by title used in office; if di	fferent)	
Earliest Latest Present			
1964 1979	REAL PROPERTY DIVISION STATE REAL		
6. Division and Office Function			
	Division is responsible for the repr		
	st of the State Authorities, in its		
	x real property transactions. In ca sion passes upon the legal sufficien		
	l property transactions which involv		
	ions, commissions, boards, bureaus,		
	ms of State government. The Divisio		
	n, preparation and implementation of		
	ntracts, deeds, easements, licenses,		
ments. Real prope	rty is unique - there are no two tra	cts or parce	ls that are
	erefore, each real property transact		
	Authorities, over the course of year		
"things" with the 7. Record Series Description	same tract or parcel of land (e.g. of This file contains the following documents (include form nu	ontract for	and buy the
7. Record Series Description	Attach samples of the file.	inders and titles, it all	
Documents relating to:	each real property transaction.		sheet)
	cadi rear property cranbaction.		
included are: letters	, memoranda, notes, names, addresses	, telephone :	numbers,
	, strategy, drafts, and a variety of	instruments	, plats,
maps, etc. of vari	ed descriptions.	. •	
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<u>.</u>			•
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File is arranged: to ac	commodate the transaction - varies w	ith each tra	nsaction.
8. Monthly Reference Rate	How often are records referred to which are:		
One to six months old	60; Seven to twelve months old 40 ; Thirteen to	twenty-four months	old <u>30</u> ;
twenty-five months and older	er 18 ? FAfter the initial 15 y	ear (1964-19	79) storage
9. Annual Rate of Accumulation	on of Records	(see att	ached sheet)
Letter-size drawers	; Legal-size drawers; Shelves;		
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APPLICATION FOR RECORDS RETENTION SCHEDULE

Cont'd.

property, later negotiate for the installation thereon of utilities, later build a building on the property, later lease the building, later litigate the lease and still later sell the property) the 5 "Ws" (who, what, when, where and why) are very important in every real property transaction and the Division files are accordingly documented. It is just as important of "why" something was done as "what" was done. All of this must be permanently preserved in the Division files and later called upon for further study and evaluation when the next transaction is planned, prepared and implemented. Without accurately knowing what was done in the past and why it is risky and dangerous to give advice on a present transaction or to plan and implement a future real property transaction. The data in the Division files must be permanently preserved and available on guick recall and retrieval.

3. Cont'd.

in Archives, only transactions which are three years old will be stored in Archives. In 1983 the 1980 transactions will be stored in Archives.



STATE

OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & HISTORY

_	GEORGIA	RECORDS DISPOSITION STANDARI	RECORDS MANAGEMENT DIVISION	
1.	Application Date Feb. 16, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date (Completed 6 1973
2.	Agency Application No.	and forward to Department of Archives and History, Attention: Records Management Officer.	JUN 20 1973 73-4// JUN 2	6 1973
3.	AGENCY, Division, Subdivision & Law Department	Administering Office Address	4. Person to Contact	
	Division VI - Re		Robert H. Shell	
	Judicial Buildir Atlanta. Georgia		5. Working Title 6. Tel. N Office Manager 656-	-33 2 8
7.	ACTION REQUESTED)		
	ESTABLISH DISPOSITION RECORD WILL CONTIN		OF PRESENT ACCUMULATIONS; THER ACCUMULATION ANTICIPATED.	
8.	Earliest & Latest Dates of	Series 9. Exact Series Title	Inactive-files-pertaini	ng .
	1967 to date	to Real prope	rty transactions.	_
10.	Passes upon the actions involving	e office in which this record series is created legal sufficiency of varied aspug all State agencies, excluding of Transportation for public r	only acquisitions by th	

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to Real Property Transactions.

Included are: Warranty Deeds, Quitclaim Deeds, Trustee's Deeds, Adm's & Ex's Deeds, Fee Simple Deeds, Limited Warranty Deeds, Easements, Revocable License Agreements, Rental Agreements, Leases, Utility Permits, Various Types of Assignments, Resolutions, By-Laws, Plats of Survey, Title Certificates, Surveyor Certificates, Options to Lease, Options to Purchase, Appraisals, Deeds to Secure Debt, Loan Committments, Affidavits, Pleadings, Orders and Etc.

The file is arranged by location of property.

ATTACH SAMPLES OF THE FILE

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of 1	Drawers	Cu. Ft. of	Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION	1	8	36	5
Legal-size File Drawers	60	120	Floor Space Occupied (Square Feet)	In Off	ice(s) Ir 4	Storage A	\rea(s)
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	20	10	5	3

	QUESTIONNAIRE P	Place an "x	x" in the proper column. If answer is "YES," please explain	, YE	S NO	o T
13.	Is this the Record Co	opy of th	ne series? Some instances yes other instances no.	[c] [3
14.	_		series in another office or agency? Some instances yes other	, <u>, , , , , , , , , , , , , , , , , , </u>	c] [ן נ
15.	instances no is the information co		in this series ever summarized or published? Attach copy of summary or pu	ublication. [j (x	ן נ
16.	Does the series conta	ain class	sified information requiring security handling?) [x	ן נ
17.	Does the series initia	ite, amer	nd or terminate agency policies and procedures?]] [x]
18.	Could the function b	be perfor	rmed if the files were lost or destroyed? But would be extreme!	ly [3	נים ני	ן
19.	Is the series (or majo	or portion	difficult if not impossible. n of it) regularly microfilmed? If yes, why?	[] [x]
20.	Does the record serie	es provid	de data as input to an EDP file?	Ε] [x	ן נ
21.	Does the record serie	es conta	ain documentation produced as EDP printout?]] [x)
22.	Has the Federal Gove	ernment/	issued instructions governing retention/disposition of these files?	[] [X	ן
23.	Will there be a need	d for the	ese records 10, 15 years from now? If yes, what? For future reads involving the same real property.	al [2	()]
			ng requires the files to be kept permanently ars:			
	a. [] STATE b. [LAW	LIN	ATUTE OF c. [] AUDIT d. [] FEDERAL e. [X] ADMINISTRATIVE INTERPOLATION DECISION Cite Law, Statute, or other reason for the retention requirement)		STORICAL LUE	
		- 				
25.	AGENCY RECOMMENT-[] CALENDAR YEAR		NS: This agency recommends that the file series be cut off at the end of [] FISCAL YEAR -[X] Other	of each	ther	n:
25.	-[] CALENDAR YE.	AR -	[] FISCAL YEAR -[X] Other s area month(s)/ year(s):	of each	ther	n:
25.	-[] CALENDAR YE.	AR -	[] FISCAL YEAR -[X] Other	of each	ther	n:
25.	-[] CALENDAR YEAR Control Contr	AR - rrent files] State te Archiv	[] FISCAL YEAR -[X] Other s area month(s)/ year(s): Records Center [] Local Holding Area; hold year(s): yes for permanent retention.	of each	ther	n:
25.	-[] CALENDAR YEA [] Hold in the curre [] Transfer to [] Destroy. [] Transfer to State [] Destroy immedia [X] Other: (Specify)	rent files The state The Archivitately affer The Files	[] FISCAL YEAR -[X] Other s area month(s)/ year(s): Records Center [] Local Holding Area; hold year(s): ves for permanent retention. ter cut-off. es are used constantly and should be in permanent.	nent (in	and ou	
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